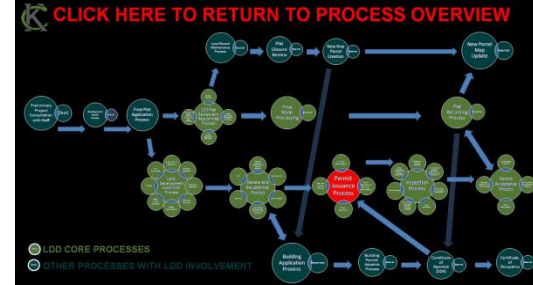


## PERMIT ISSUANCE PROCESS

5th Floor City Hall, 414 E 12th St Kansas City, Missouri, 64106

**Normal Permit Issuance Hours are 8:00 am to 4:15 pm.**



The following must be available and correct no later than 4:15 pm to allow time for permit payment and issuance prior to the Cashier closing at 4:30 pm. Please call to schedule an appointment time to meet with our LDD Permit Staff on Permit Issuance services. Business License may be required, see Permits Documents on Process Overview page.

LDD Permit Staff can be reached at **(816)513-1500 Option 2**, ask for Permit Staff.

The following is a breakdown of minimum requirements for Permit Issuance:

For ***MINOR Infrastructure Permits***, (aka Walk-in Permits), the following is required, however, please contact our LDD Permit staff for any additional instructions you may have.

- **SCOPE OF WORK:** The Applicant/Permittee must have adequate information defining the scope of work, including all removals, replacement or new work related to Sidewalk, Curb and Gutters, and Drive Approaches, when they come in to obtain permit or when they contact our LDD Permit Staff, including location and limits of work.
- **INSURANCE:** An Insurance Certificate showing the City as Certificate Holder, and listed as Additional Insured (See Insurance Requirements on the Process Overview for additional Information).
- **BONDS:** Bonds are only required if the minor infrastructure work is a development obligation, and as established by a development condition on the project. If in question, please contact LDD.
- **ACKNOWLEDGEMENT FORM:** The Permittee will be asked to review and sign the following [Permit Acknowledgement Form](#) indicating they have reviewed the special permit instructions/conditions;
- **AUTHORIZATION OF AGENT:** If the Developer/Owner is sending in a person who is not and employee of the Developer/Owner, then the Developer/Owner must provide the person coming in to obtain the permit (even if it is a Permit Services Agent) with an Agent Authorization Letter ([Standard Permit Agent Authorization Letter MS Word](#), [PDF](#), and [Example Letter](#)) on company letterhead signed by the employee authorized to sign on behalf of the Developer/Owner, granting permission to the agent to obtain the permit on their behalf. Once on file with LDD, a new letter is not required each time a permit is needed, unless the authorization was project specific or limiting in some way, in which case a new letter would be required. This letter must have the Developer Owner's proper contact information and phone number and e-mail if available;
- **PERMITTEE SIGNATURE:** The Permittee (or Authorized Agent) must be here to sign permit upon issuance (Please note, the City is working towards a new Permitting System that may allow for digital issuance without the need for in person processing);
- **PERMIT FEES:** Fees are based on the current [FEE](#) document, but in short the remove and replacement, or new construction Fees are determined by the LDD Permit Staff based on the value of work and a 5% and 7% fee respectively.
- **PUBLIC WORKS TRAFFIC CONTROL PERMIT REQUIRED:** Whenever you work in the right-of-way, a sidewalk closure and/or street closure permit is required. You will need to contact Public Works Department for any requirements and cost associated with the permits.  
Public Works Department is located in City Hall (414 E. 12th Street, Kansas City Missouri, 64106) on the 5th Floor. If you prefer to call, please call the numbers listed below.

- Public Works Phone Numbers: Anita Johnson-Olubo @ 816-513-2581 or  
Brian Flynn @ 816-513-2646

For ***MAJOR Infrastructure Permits***, the following requirements and items must be satisfied for issuance of a LDD Major Infrastructure Permit:

- **SCOPE OF WORK:** The Scope is determined during the review of the plan by the LDD Plan Reviewer, drafted up for issuance by them, and then made available for issuance by the LDD Permit Staff after the LDD Plan Reviewer Supervisor signs-off on the permit created in temporary status. A Permit in temporary Status is not an Issued Permit, and is signified by the lack of a Permit Issuance Date and an Issued Permit Number (i.e. Permit Numbers with a “T” preceding the Permit Number are referred to as temporary permit numbers, and are considered not an issued permit).
- **PROPER IDENTIFICATION OF PERMITTEE:** The Developer/Owner Name as shown on the plans, which was also the entity identified on the Land Development Submittal Application as the Developer/Owner, will need to match the Permittee identified on the issued Permit. If there is a last minute change to this information the following must occur:
  - The Plans (all sets) will need to be changed on the cover and initialed by the Developer/Owner with authority to sign for that new Developer/Owner
  - A copy of the Deed showing the new Developer/Owner shall be provided to the LDD Permit Staff person issuing the permit.
  - The Insurance Certificate shall match the revised Developer/Owner name exactly.
  - The Bond/Surety (if required) shall match the revised Developer/Owner name exactly.
- **INSURANCE:** An Insurance Certificate showing the City as Certificate Holder, and listed as Additional Insured (See Insurance Requirements on the Process Overview for additional Information).
- **BOND(S):** Original Bond Documents must be delivered or brought in person (See Surety Documents And Bonding Requirements on the Process Overview for additional Information). If Bonds are not required this provision does not need to be met;
- **ACKNOWLEDGEMENT FORM:** The Permittee will be asked to review and sign the following [Permit Acknowledgement Form](#) indicating they have reviewed the special permit instructions/conditions if Bonding is required or the permit is a development condition;
- **AUTHORIZATION OF AGENT:** If the Developer/Owner is sending in a person who is not an employee of the Developer/Owner, then the Developer/Owner must provide the person coming in to obtain the permit (even if it is a Permit Services Agent) with an Agent Authorization Letter ([Standard Permit Agent Authorization Letter MS Word](#), [PDF](#), and [Example Letter](#)) on company letterhead signed by the employee authorized to sign on behalf of the Developer/Owner, granting permission to the agent to obtain the permit on their behalf. Once on file with LDD, a new letter is not required each time a permit is needed, unless the authorization was project specific or limiting in some way, in which case a new letter would be required. This letter must have the Developer Owner’s proper contact information and phone number and e-mail if available;
- **PERMITTEE SIGNATURE:** The Permittee (or Authorized Agent) must be here to sign permit upon issuance (Please note, the City is working towards a new Permitting System that may allow for digital issuance without the need for in person processing);
- **PERMIT FEES:** Fees are based on the current FEE document, but in short the removal and replacement, or new construction Fees are determined by the LDD Permit Staff based on the value of work and a 5% and 7% fee respectively.
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